



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Assistant Treasury Program Officer  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$3481 - \$4155

### **DUTIES:**

Under the general direction of the Treasury Program Manager I of the Pledges Securities Clearance Unit, the incumbent performs simple to complex technical and analytical duties related to the Section's responsibilities as legal custodian for securities pledged or held for safekeeping for various departments such as the Departments of Insurance, Employment Development, Industrial Relations, Transportation, Financial Institutions, Veterans Affairs, the California State Universities, and other STO sections. Develops, transmits, and reconciles the daily security clearance transactions to ensure companies, banks, and contractors are meeting California legal requirements as specified by law. Works independently with departments, Citibank, brokers, banks, and companies to research and resolve routine and technically difficult security transaction and delivery problems. Utilizes security inquiry systems such as Bloomberg and other appropriate sources to analyze new securities, to verify proper interest payments and to determine market values. Provides analytical support including research and analysis for various security clearance functions and policy issues.

### **ESSENTIAL FUNCTIONS:**

- Independently responsible for performing the average to more complex activities associated with the purchase, sale, and redemption of securities held for pledge or safekeeping purposes for state departments or agencies such as the Department of Insurance, Employment Development, Financial Institutions, Industrial Relations, Veterans Affairs, Transportation, the California State Universities, and other STO sections.
- Ensures securities are processed timely; and solves delivery problems quickly to protect state interest. Transmits the completed security transaction documents to Citibank, the STO Vault, and other financial institutions to ensure pledged security levels are in full compliance with California legal requirements.
- Independently researches and verifies new security types, call, interest payments, ratings, and market values through a variety of sources including Bloomberg, the Internet, Citibank, or by contacting other financial institutions. Balances the assigned account on a daily basis to ensure its integrity. Provides monthly statistical reports for use by management in the State Treasurer's Office.
- Analyzes and verifies the accuracy of security descriptions and wire instructions, bond registrations, and the departmental documents submitted that support the request to deposit or release securities.
- Inputs information into the automated system and prepares all necessary support documents on MS Word and Excel to ensure accurate completion of all transactions.
- Verifies and processes maturities, interest payments, and called securities for all assigned accounts. Monitors simple to complex problems associated with interest collection and delivery of securities to ensure electronic delivery instructions are executed timely and accurately.
- Actively communicates with other state departments and agencies, other STO Divisions, the Treasurer's Custodian (Citibank), brokers, private company representatives, and depository banks on a continuous basis to ensure transactions are processed accurately and timely. Works independently with these institutions to resolve problems to avoid security trade failures, interest delivery problems, and to ensure expected pledged security levels are maintained as required by law.
- Reconciles monthly statement of holdings reports provided by Citibank and other financial institutions to ensure bank and the automated system account record totals reconcile. Compiles statistical reports, assists in data research, and provide backup support to other staff in the section. Performs other duties as required.

**DESIRABLE QUALIFICATIONS:**

- Ability to work cooperatively with others.
- Ability to quickly acquire technical knowledge.
- Ability to handle multiple assignments and critical deadlines.
- Demonstrated ability to write and verbally communicate well.
- Computer skills.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment eligibility as a Assistant Treasury Program Officer or equivalent classification may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Board, Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-620-4237-007" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (820-620-4237-0071).**

**FINAL FILING DATE:**

**Applications will be accepted until September 29, 2006.** Only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

